

Workforce Innovation and Opportunity Act Contract Modification Request Procedure

If a budget modification needs to be requested, the youth program contractor must submit the following items to Hampton Roads Workforce Council's Youth Program Coordinator via email:

1. Contract budget line item(s) being decreased/eliminated
2. Amount of contract budget line item(s) being decreased/eliminated
3. Contract budget line item(s) being increased/created
4. Amount of contract budget line item(s) being increased/created
5. Reason for the moving of funds from line item(s)

Hampton Roads Workforce Council's Internal Modification Process:

1. Once the request is received by the Youth Program Coordinator, it is reviewed by the Youth Services and Finance Departments.
2. Once approved by each department, the Youth Program Coordinator develops the contract modification.
3. The modification is reviewed and must be approved by the Workforce Services Officer.

The Youth Program Contractor will receive a contract modification document via email from the Youth Program Coordinator if the request is approved. This document will need to be printed, signed by the contract signatory, and a hard copy must be returned to the Youth Program Coordinator. This can be done using the postal service, or it can be dropped off in person.

Once it is fully executed and signed by the Hampton Roads Workforce Council's President/CEO, it will be scanned and sent to the Youth Program Contractor via email.

NOTE: Requests may not be made to move funds out of line items for participant work experience payments.